



# CALIFORNIA AIR RESOURCES BOARD

## OPEN CONTINUOUS EXAMINATION

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### AIR RESOURCES TECHNICIAN II

#### HOW TO APPLY

[Training and Experience Examination Packages](#) must be submitted:

##### By Mail

#### AIR RESOURCES BOARD

Examination & Recruitment Unit  
Attention Olivia Maloney  
P.O. Box 2815  
Sacramento, CA 95812

##### In-Person

#### AIR RESOURCES BOARD

Examination & Recruitment Unit  
Attention: Olivia Maloney  
1001 I Street, 20<sup>th</sup> Floor, Rm #20-34  
Sacramento, CA 95814

#### DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on Question #2 of the Examination/Employment Application (STD. 678). You will be contacted to make specific arrangements.

#### CONTINUOUS TESTING

The Examination Unit will accept standard State applications (STD 678) and T&E Questionnaire packets continuously throughout the year however, examination packages will be reviewed and scored quarterly, although this is subject to change based on testing needs. Examination packages submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted. Examination packets must be **POSTMARKED** or personally delivered no later than the cut-off dates indicated in this examination bulletin. Examination packets sent via interagency mail **must be received by the Examination Unit by 5:00 pm (close-of-business)**. State applications (STD 678) and T&E Questionnaire packets postmarked or personally delivered after the cut-off date will be held until the next administration dates indicated below:

**CUT-OFF DATES:** MARCH 10, 2017  
JUNE 01, 2017  
SEPTEMBER 01, 2017  
DECEMBER 01, 2017

**CROSS-FILING INFORMATION:** If you meet the entrance requirements for the Air Resources Technician I and the Air Resources Technician II you may file for both examinations on a single Training and Experience Examination Package. However, you must list BOTH examination titles on the Examination/Employment Application (STD. 678). **Applications must have an original signature.**

**SALARY RANGE:** \$2,871 - \$3,596

#### OPEN ONLY

The Air Resources Technician II is an open examination. Applications will not be accepted on a promotional basis.

#### WHO SHOULD APPLY

Persons who meet the minimum qualifications of the examination(s) as stated under "Requirements for Admittance to the Examination."

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All Examination/Employment Applications (STD. 678) must include: "to" and "from" dates (month/day/year); title; class range; and time base. You must include your STD. 678 in your Training and Experience Examination Package. Links to the Training and Experience Examination Package are located in the "How to Apply" section and at the end of this bulletin.

Applications must include all the required applicable Training and Experience Examination pages or they will be rejected.

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the Cut-Off Date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

#### MINIMUM QUALIFICATIONS

##### EITHER I

One year of experience in the California state service performing the duties of an Air Resources Technician I, Range B.

##### OR II

**Experience:** Three years of paraprofessional air pollution or vehicle emissions control experience.

##### OR III

**Education:** Completion of three years of full-time college with course work in mathematics, physical and/or natural sciences; or trade school education in electronics, auto mechanics, or related fields.

#### ADDITIONAL DESIRABLE QUALIFICATIONS

Completion of two years of college with course work emphasis in the physical or biological sciences.

#### THE POSITION

The Air Resources Technician II is the full journey person level. Incumbents are assigned the more complex and difficult paraprofessional air pollution and vehicle emissions control work.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**AIR RESOURCES TECHNICIAN II (DEPT/OPEN CONT. EXAM)**  
**SCHEM: IB90 CLASS CODE: 3873**

**BULLETIN RELEASE DATE: MAY 16, 2017**

**CUT-OFF-DATES:** MARCH 10, 2017  
JUNE 01, 2017  
SEPTEMBER 01, 2017  
DECEMBER 01, 2017

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The resulting eligible lists will be used to fill vacancies in Sacramento and El Monte (Los Angeles County).

#### **EXAMINATION INFORMATION**

The examinations will consist of a Training and Experience Examination, which is the sole component of the Air Resources Technician II examination. To obtain a position on the eligible list(s), a minimum score of 70% must be attained. Candidates may be tested for each examination only once in any 12 month period.

#### **TRAINING AND EXPERIENCE EXAMINATION – WEIGHTED 100%**

##### **SCOPE**

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

##### **KNOWLEDGE OF:**

1. Arithmetic functions to solve mathematical problems.
2. Proper spelling, grammar, and English composition.

##### **ABILITY TO:**

1. Learn job-related training and information quickly and efficiently.
2. Follow directions to ensure work can be properly performed.
3. Establish cooperative relationships with other staff and stakeholders.
4. Acquire acceptable work habits such as punctuality, skill, neatness, and dependability.
5. Use a personal computer to write correspondence, conduct research, and create and edit documents.
6. Communicate verbally to convey information effectively.

7. Communicate in writing to convey information effectively.
8. Provide information to stakeholders and the public via the telephone.
9. Use Microsoft Office Suite (e.g., Excel, Word, Outlook, PowerPoint, Access) to create and edit documents, spreadsheets, correspondence, presentations, and databases.
10. Act professionally in a variety of situations.
11. Provide good customer service.
12. Manage time effectively.

#### **ELIGIBLE LIST INFORMATION**

A departmental eligible list will be established for the California Air Resources Board. This examination will be administered on a continuous basis. Names of successful competitors are merged onto the existing list in order of final scores, regardless of date. Eligibility expires **24** months after it is established.

#### **TESTING PERIOD**

Candidates may be tested only once in any **12 MONTH** period.

**VETERANS PREFERENCE CREDIT** will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

**CAREER CREDITS** are not granted in open examinations.

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#### **GENERAL INFORMATION**

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website at [www.arb.ca.gov](http://www.arb.ca.gov)."

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, **Olivia Maloney**, at (916) 324-8413 or [olivia.maloney@arb.ca.gov](mailto:olivia.maloney@arb.ca.gov) three weeks after the Cut-Off Date if he/she has not received a progress notice.

Applications are available at the CalHR website at <https://www.jobs.ca.gov/pdf/std678.pdf>, local offices of the Employment Development Department, and the Air Resources Board at <http://www.arb.ca.gov/personnel/jobs/examvac.htm>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the Board. If circumstances change under which the examination was planned, such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Veterans Preference Points:** Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans Preference is not granted once a person achieves permanent civil service status.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For specific examination questions, contact the Examination Unit at (916) 322-4349.  
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.



D/O (Rev. 02/17)

#### **TAKING THE EXAMINATION**

When you click the link below, you will be directed to the Training and Experience Examination Package.

[Click here to download the Training and Experience Examination Package](http://www.arb.ca.gov/personnel/jobs/exams/artechexam.pdf)

Or visit <http://www.arb.ca.gov/personnel/jobs/exams/artechexam.pdf>